Sabre Red Workspace Basic Installation
User Guide

BEFORE YOU START

This document describes a basic installation of The *Sabre® Red™ Workspace* for users who:

- Can download files directly from the Internet.

- Have sufficient network bandwidth to download the system files in a reasonable amount of time.

- Have Operating System privileges to install files onto their own hard drive.

If your environment does not meet the criteria above, refer to the *Sabre Red Workspace* Advanced Installation Guide for alternative ways to install and deploy the application (Advanced Installation Guide only available in English at the moment).

These instructions assume you will not change the recommended default settings and file paths.

Please note: This is a preview of the installation of the Workspace, but not yet available. The software will be available after July 15, 2010.

ACCESS MYSABRE WEBSITE

Navigate to https://my.sabre.com and enter your *MySabre®* credentials. Click **Sign In**.

The Red Workspace Welcome screen appears.
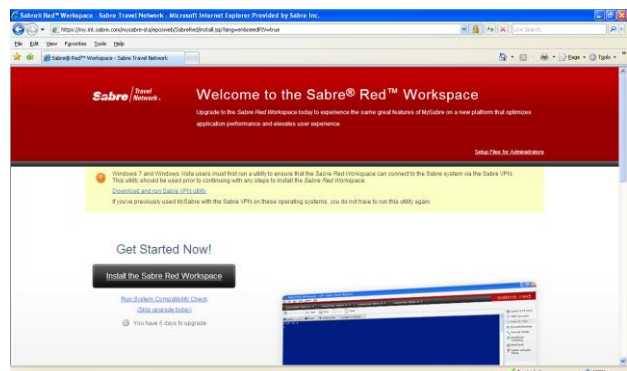
CHECK SYSTEM COMPATIBILITY

If your workstation has Windows 7 and **Windows Vista** and you have not used *MySabre* with the *Sabre* VPN previously, you need to download and run a special utility before you continue to install the Red Workspace. This utility ensures that the Workspace can connect to the *Sabre* System via the *Sabre* VPN.

- [Download and run Sabre VPN utility](#)

If you have used *MySabre* with the *Sabre* VPN on these operating systems previously, you do not need to run this utility.

If you have concerns about system compatibility, you can perform a system check by clicking the link labeled **Run System Compatibility Check**.
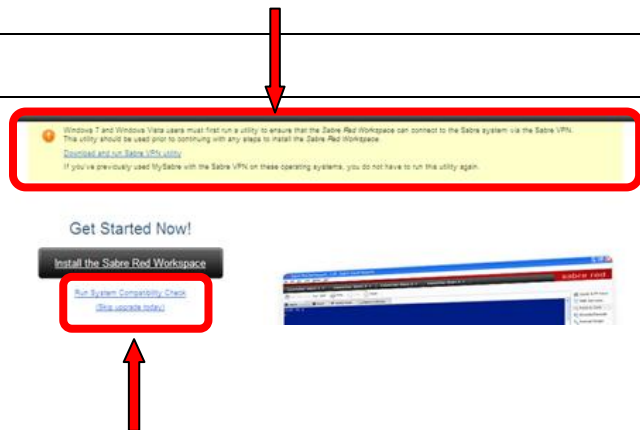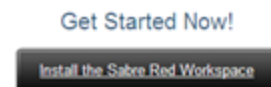
DOWNLOAD THE SABRE RED WORKSPACE INSTALL PROGRAM

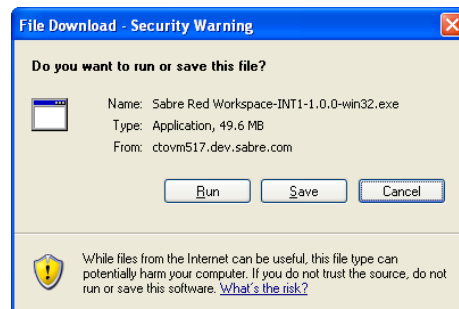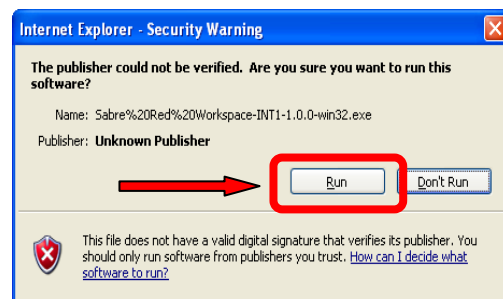To start the download of the installation program, click **Install the Sabre Red Workspace**.

DOWNLOAD AND RUN SABRE RED WORKSPACE INSTALL PROGRAM

Click **Run** to complete download of the install program and run it.

Based on your security settings, an "unknown publisher" security warning may appear. If you see this security warning, click **Run** to continue.
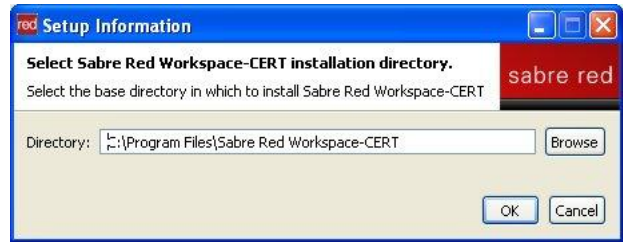
CHOOSE DEFAULT INSTALL DIRECTORY

Click **OK** to accept the default directory.

Sabre recommends that you do not change the root directory for the Red Workspace system files.

After you click **OK**, the system processes initial files in preparation for the installation. A progress screen appears.

Depending on your Internet connection speed, this may take several seconds.
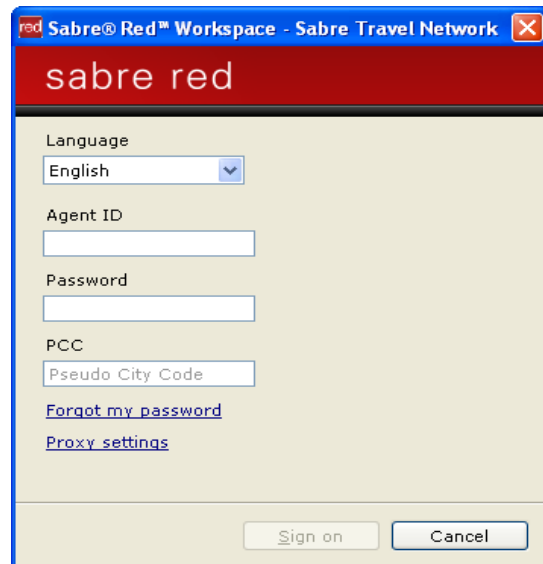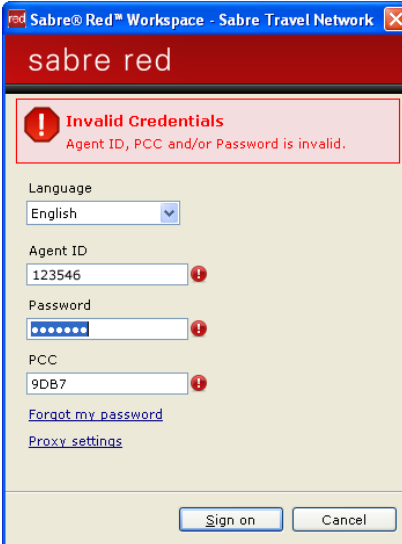
SIGN IN TO SABRE RED WORKSPACE

Enter your *Sabre Red Workspace* credentials. Click **Sign In**.

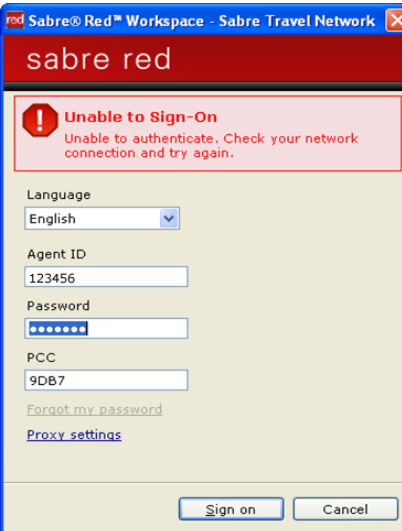*Sabre Red Workspace* identifies your personal configuration.

If you enter credentials that are not valid, an error message appears. Enter valid credentials and try again.

If the network is disconnected, an error message appears. Verify your network connection.

ACCEPT LICENSE AGREEMENT

Check the box to acknowledge and accept the software license.
Click **Next**.
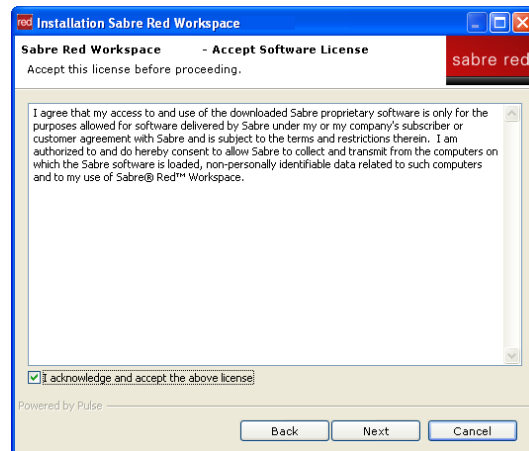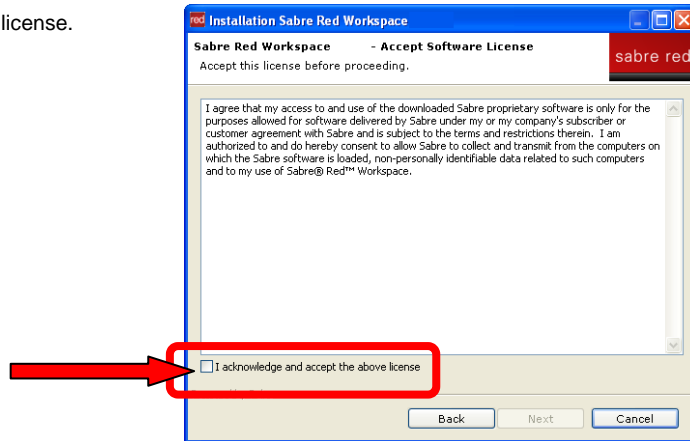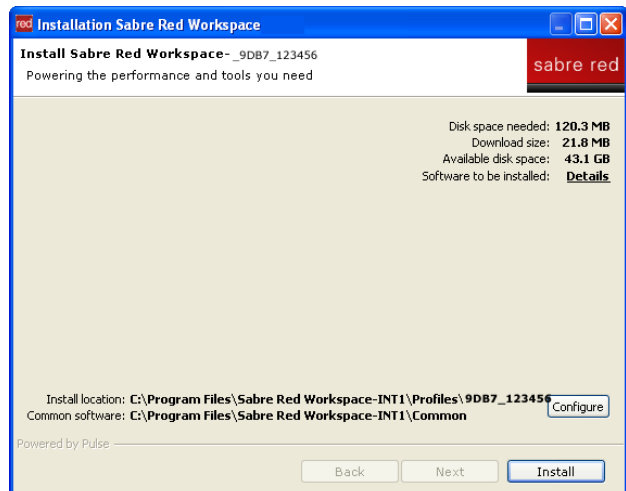

CONFIRM INSTALLATION OPTIONS

The installation program summarizes the options you chose. Click **Install** to download configuration and system components.
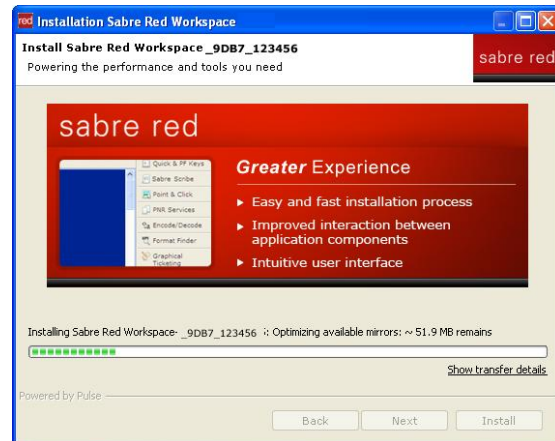
DOWNLOAD ADDITIONAL SYSTEM FILES

The download begins, and a progress bar appears.

When the download completes, the Red Workspace starts.

INITIAL LAUNCH

The system automatically detects whether you have used a previous version of *MySabre*. If you have, the system copies your user preferences to the Red Workspace to allow you to immediately continue using the system with the same settings as before.

If you have never used *MySabre*, the system prompts you for the basic information it needs to start the Red Workspace. The following information is required:

- Agent Profile: Name and contact information for the agent.

- LNIATA: The *Sabre* GDS session address (six alphanumeric characters).
- Connection Type: Private connection for agencies with direct connections to the *Sabre* GDS, or SSL VPN connection for users with public Internet connections.

Defaults apply for all other user preferences. To change default preferences after the application opens, go to the Tools menu and select Options.

COPY USER PREFERENCES

If you are an existing *MySabre* user, then the Red Workspace copies your *MySabre* user preference settings. When this process completes, a confirmation screen appears. To confirm that the Red Workspace copied your settings successfully, click any of the links. Also, to install additional *Sabre Travel Network®* Desktop applications, click **Go to Download Page**.

When you are ready to use the Red Workspace, click **OK**.

Note: If you installed *Sabre Travel Network* desktop applications (such as Sabre Print Module) on your workstation in *MySabre*, you do not have to re-install them because the Red Workspace can access them.
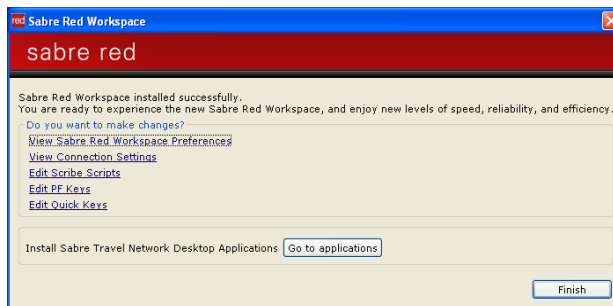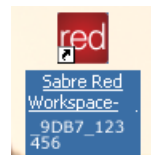
DAILY LAUNCH OF SABRE RED WORKSPACE

Now that the Red Workspace installed successfully, you can use a desktop icon to launch the Workspace. This is different from the previous version of *MySabre*, where you opened a web page to sign-in. With the Red Workspace, you use the web page for the initial installation only.

To launch the Red Workspace, do one of the following:

- Double-click the icon on your desktop. If multiple users installed *Sabre Red Workspace* on your workstation, one icon exists on the desktop for each user. In this example icon, *9BD7* is the PCC and *123456* is the Agent ID. Double-click your personal icon to launch your own version of the Workspace*.*

- Open **All Programs** from the Windows Start menu, and select **Sabre Red Workspace.**

UNINSTALLING SABRE RED WORKSPACE

There is a utility which will uninstall an individual user's files from the workstation. The program can be found in the Windows Start Menu, as shown on the right.

This program will then guide you through a few steps to remove the application.